

FBI Latent Print Units Procedures for the Cold Case Automated Search Initiative

1 Purpose

Approximately 20,000 cases worked in the FBI Latent Print Units prior to June 1999 were potentially not searched against an automated database, either the Integrated Automated Fingerprint Identification System or the Next Generation Identification System. A search of the prints from those cases could provide investigative leads to contributors. An initiative was approved by the FBI Laboratory Director to use a modified work process to search these prints against the Criminal Justice Information Services Division's holdings using the Next Generation Identification System. This document establishes the procedures for conducting the examinations and reporting results under this initiative.

2 Scope

These procedures apply to personnel participating in this Latent Print Unit initiative.

3 Procedures

3.1 The authorized personnel will capture and encode the suitable prints from case images into the Next Generation Identification System following the FBI Latent Print Units Operations Manual, Standard Operating Procedures for the Next Generation Identification System.

3.1.1 Due to the nature of the initiative, the potential exists that prints containing prior marked level two information may be used as they are the only images available or locating unmarked images would be extremely time consuming.

Personnel will be aware of the previous markings and will consider that knowledge when encoding the print, taking care to avoid undue biasing information.

3.2 The Case Flow Program Manager will ensure the cases are assigned to examiners.

3.3 An assigned examiner will review the case images and the encodings, ensure all appropriate prints are scanned and encoded, modify the encodings as needed, and launch the prints against the Next Generation Identification System. The encodings within the Next Generation Identification System will serve as the examiner's analysis markings.

3.3.1 Examiners will compare candidates provided by the Next Generation Identification System following the relevant sections from the FBI Latent Print Units Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints.

3.3.2 In situations where prior level two information is visible, the examiner is aware of the previous markings and will consider that knowledge when conducting Analysis, Comparison, and

Evaluation, taking care to avoid undue biasing information in regards to the analysis and resulting comparison of the print(s).

3.4 Exclusions or inconclusive decisions will be recorded in the Next Generation Identification System. Nothing further will be done with the print and the contributor will not be notified.

3.5 When an identification decision is reached, the result will be recorded in the Next Generation Identification System and a copy of the marked minutia will be retained in the case record.

3.5.1 All identified prints will be verified or blind verified per the FBI Latent Print Units Quality Assurance Manual, Procedures for Verification and Blind Verification. Records for the verification or blind verification will be retained in the case record. No results may be reported without the successful completion of the required quality step(s).

3.5.2 The photograph file envelope or negative file envelope will be considered a part of the case record.

3.6 The Technical Leader will decide when to discontinue the project, and not all cases or prints may be searched. The determination of when the initiative will cease will be recorded in Sentinel upon project close.

3.7 Reporting Identifications to Contributors

3.7.1 A member of the Latent Print Units will use FBI resources (e.g., Sentinel, Cold Case Program Manager, Records Management Division, Headquarters) in an attempt to locate a current contributor. Once contact information is located, the contributor will be notified of the identification. A record of the notification will be retained in the case record or Sentinel. Previously reported identifications do not need to be communicated to the contributor.

3.7.1.1 It is recognized that due to the age of these cases, contributor information may not be located. Should this occur, the effort will be recorded and the information and the case comparisons will be retained. A record of an identification will be uploaded to Sentinel for preservation.

3.7.2 If the contributor desires a report and/or additional examinations, he/she will notify the Latent Print Units, who will attempt to locate the relevant case records. An incoming communication will be required from the contributor and the examiner will follow all appropriate Laboratory practices and unit procedures when answering the request.

3.7.2.1 If the case records are located, the original notification will be serialized in Sentinel under the appropriate Case ID number.

3.7.2.2 If case records are not located, the contributor may still request additional examinations and/or an official report. However, new case records will be generated to address the request and will be retained as appropriate. The original notification will be serialized in Sentinel

under the appropriate Case ID number.

3.7.3 If the contributor does not desire a report and/or additional examinations or no communication is received from the contributor, nothing further will be done in the case.

4 Records

The following records may be generated and/or retained as a result of these practices:

- Communication Log.
- Email communication.
- Examination records.
- Administrative records.

5 References

FBI Latent Print Units Operations Manual, Standard Operating Procedures for the Next Generation Identification System. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Latent Print Units Operations Manual, Standard Operating Procedures for Examining Friction Ridge Prints. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Latent Print Units Quality Assurance Manual, Procedures for Verification and Blind Verification. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

Rev. #	Issue Date	History
1	07/19/2016	Section 4.1.1, modification to add allowance for time consuming cases.
2	02/07/18	Added Technical Leader. Removed Section 3 and renumbered remaining sections. Abbreviations removed and documents updated. Section 3.1, removed "(s)". Section 3.2, removed designee. Section 3.7.1, Modified responsibility and addressed previously reported identifications. Removed old Section 4.7.4.

Approval

Redacted - Form on File

Latent Print
Technical Leader

Date: 02/05/2018

Latent Print Operations
Unit Chief

Date: 02/05/2018

Latent Print Support
Unit Chief

Date: 02/05/2018

Biometrics Analysis
Unit Chief

Date: 02/05/2018

QA Approval

Quality Manager

Date: 02/05/2018